

29 September 1994

SYSTEMS SUPPORT ELEMENT

1. Mission Statement. The Systems Support Element provides materiel control, quality assurance, and systems training management support for the communications squadron.

2. Responsibility Statement:

2.1. Materiel Control. Responsible for providing supply assistance, managing repair cycle assets, maintaining adjusted stock levels, processing TCTO requirements, managing unit reusable container program, managing unit precious metal recovery program, monitoring special purpose recoverables authorized maintenance program, monitoring bench stock, monitoring work center supply points, assisting in supply point validation, processing initial spares support listings, monitoring materiel deficiency reports and production improvement reports, and managing test measurement diagnostic equipment.

2.2. Quality Assurance. Responsible for implementing and managing the standardization and evaluation programs, providing user assistance, managing corrosion control programs, training quality assurance representatives, managing technical order distribution office (TODO), processing other non-technical improvements to technical publications, processing AFTO form 22, technical order improvement suggestions, and validating/ processing local work cards.

2.3. Systems Training Management. Responsible for administering systems training program, managing and controlling core automated maintenance (CAMS) system personnel and training subsystems, and advising management on training program status.

3. Core Composition. This element was developed for the Systems Support Element to support a communications squadron at an objective wing having a population of 3,055 authorizations.

3.1. Core Element Manpower Required. 5

3.2. Core Range. 4 - 14

3.3. Programming Factor. Authorized Unit Population

4. Standard Data:

4.1. Classification. Type III

4.2. Approval Date. 1 March 1993

4.3. Man-Hour Data Source. Workshop

4.4. Man-Hour Equations.

4.4.1. Materiel Control: See Manpower matrix.

No. of Pages: 8

OPR: HQ AFMEA/PLDM

OCR: AFCOMMET

Distribution: F

4.4.2. Quality Assurance

$$Y = \frac{X^2}{1267 + .0006332X^2}$$

4.5. Workload Factors:

4.5.1. Title:

4.5.1.1. X1. Authorized Communications Manpower.

4.5.1.2. X2. Authorized Manpower in Systems and Support Flights (Do not include C4 Security).

4.5.2. Definition.

4.5.2.1. X1. Total peacetime authorized manpower in the communications unit (except Squadron Commander's Support Staff).

4.5.2.2. X2. Total peacetime authorized manpower in both the Systems and Support Flights except for C4 Security Element.

4.5.3. Source. The Unit Manpower Document (UMD).

4.6. Study Team:

4.6.1. Study Leader. Mr William L. Carmack, AFCOMMET/MOMM.

4.6.2. Functional Representative.

4.6.2.1. CMSgt Barry Mackey, HQ AFCC/SY.

4.6.2.2. CMSgt Ed Platt, HQ AFCC/SY.

4.6.2.3. CMSgt Virginia Boucher, 12 CS/SCOO.

4.6.2.4. CMSgt Robert Moyer, HQ MAC/SCYM.

4.6.2.5. CMSgt Douglas Schuler, 375 CG/SCLZ.

4.6.2.6. CMSgt Michael Carter, 27 CS/SCS.

4.6.2.7. SMSgt Jack Snow, DET 1, CSC/CM.

4.6.2.8. SMSgt Bernard Lichvar, HQ SAC/SMMBS.

4.6.2.9. MSgt Donald Holloway, ATC/LGM.

4.6.2.10. MSgt Danny Melton, 27 CS/SCS.

4.6.2.11.) TSgt Steven Glaab, HQ SAC/SCMBO.

4.6.2.12. Mr Leo Desmond, HQ MAC/SCYM.

4.6.3. Program Manager. MSgt D. Deas, HQ AFMEA/MEMS.

5. Application Instructions.**5.1. Materiel Control:**

5.1.1. (WLF X1). Apply all manpower standards for the Communications Unit. Sum all manpower requirements in the Communications Squadron (except Squadron Commander's Support Staff) and use this number as WLF 1.

5.1.2. Determine the Core Authorizations by using the matrix below.

AUTHORIZED UNIT POPULATION	CORE AUTHORIZATIONS
50 - 199	1
200 - 349	2
350 AND OVER	3

5.2. Quality Assurance:

5.2.1.(WLF X2). Apply all manpower standards for the Systems and Support Flights. Sum all manpower requirements in the Systems Flight and the Support Flight(Do not include C4 Security Element) and use this as WLF 2.

5.2.2. Determine variance man-hours applicable to your location.

5.2.3. Divide the computed man-hours by the appropriate MAF and overload factor and use current rounding rules to determine whole manpower requirements. Compute the whole manpower requirement.

5.3. Use the Manpower Tables at attachment 2 to determine the skill and grade distribution of the computed requirement.

6. Statement of Conditions. This element has no environmental conditions that impact the work centers ability to perform work identified in the Element Description.

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1. Element Description
2. Standard Manpower Table
3. Variances
4. Process Analysis

ELEMENT DESCRIPTION**SYSTEMS SUPPORT****1. MATERIEL CONTROL:**

- 1.1. PROVIDES SUPPLY ASSISTANCE. Assists in obtaining priority parts, distributes supply products, develops/maintains guidance and performs assistance visits.
- 1.2. MANAGES REPAIR CYCLE ASSET. Verifies receipt of property, monitors DIFM/AWAITING PARTS/EQUIPMENT INOPERATIVE FOR PARTS validation listings, processes and monitors turn-arounds.
- 1.3. MAINTAINS ADJUSTED STOCK LEVEL. Establishes and validates level.
- 1.4. PROCESSES TCTO REQUIREMENT. Receives TCTO requirements, monitors TCTO status, and receipts TCTO kits.
- 1.5. MANAGES UNIT REUSABLE CONTAINER PROGRAM.
- 1.6. MANAGES UNIT PRECIOUS METAL RECOVERY PROGRAM.
- 1.7. MONITORS SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE PROGRAM.
- 1.8. MONITORS BENCH STOCK.
- 1.9. MONITORS WORK CENTER SUPPLY POINT.
- 1.10. ASSISTS IN SUPPLY POINT VALIDATION.
- 1.11. PROCESSES INITIAL SPARES SUPPORT LIST.
- 1.12. MONITORS MATERIEL DEFICIENCY REPORT AND PRODUCTION IMPROVEMENT REPORT.
- 1.13. MANAGES TEST MEASUREMENT DIAGNOSTIC EQUIPMENT. Reviews TA-002, monitors status of equipment requisitioned/turned in, monitors status of requisitioned parts, coordinates with appropriate agencies, completes, maintains, and inspects documentation, and transport equipment.

2. QUALITY ASSURANCE:

- 2.1. IMPLEMENTS AND MANAGES THE STANDARDIZATION AND EVALUATION PROGRAMS. Schedules, prepares for, performs, and documents evaluation and accomplishes follow-up actions.
- 2.2. PERFORMS DEFICIENCY/TREND ANALYSIS AND REPORTING. Determines the performance status of networks and systems using statistical analysis for Comm Unit services. Performs deficiency/trend analysis and manages self sufficiency program. Processes material deficiency report (MDR), report of discrepancy (ROD), product improvement report (PIR), and modification proposal. Compiles and reports system trends e.g., Circuit reliability, system reliability, system response times, system/ hardware utilization (CPU, Memory, throughput, etc.), System availability.
- 2.3. PROVIDES ASSISTANCE. Provides technical and management assistance.
- 2.4. MANAGES CORROSION CONTROL PROGRAM. Controls/maintains visual aid, monitors/schedules/conducts training, sets up/maintains corrosion control kit, and provides briefings.
- 2.5. TRAINS QUALITY ASSURANCE REPRESENTATIVES.
- 2.6. MANAGES TECHNICAL ORDER DISTRIBUTION OFFICE (TODO). Processes Technical Order (T.O.) requests, maintains T.O. documentation, and trains T.O. distribution account custodian.
- 2.7. PROCESSES OTHER NON-TECHNICAL IMPROVEMENT TO TECHNICAL PUBLICATIONS: AFTO 135.
- 2.8. PROCESSES AFTO FORM 22, TECHNICAL ORDER IMPROVEMENT SUGGESTION.
- 2.9. VALIDATES/PROCESSES LOCAL WORK CARDS. Assists work centers in preparation of local work cards and assigns number, coordinates local work card as appropriate, forwards local work card to higher headquarters as appropriate, updates index, processes changes, and performs periodic work card reviews.

3. SYSTEMS TRAINING MANAGEMENT:

- 3.1. ADMINISTERS SYSTEMS TRAINING PROGRAM. Identifies training requirements, arranges for training, evaluates training program, provides assistance, and assists QA on managerial evaluations.
- 3.2. MANAGES AND CONTROLS CORE AUTOMATED MAINTENANCE (CAMS) SYSTEM PERSONNEL AND TRAINING SUBSYSTEMS. Enters incoming personnel data, reviews, updates, and deletes outgoing personnel records, updates CAMS data base. Provides training subsystem user training, maintains training course table (TRA), processes background product, and coordinates with database manager.
- 3.3. ADVISES MANAGEMENT ON TRAINING PROGRAM STATUS.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
SYSTEMS SUPPORT/MATERIEL CONTROL			N/A							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Inventory Mgt Jrnymn	2S051	SSG	1	1	1					
Inventory Mgt Jrnymn	2S051	SRA		1	2					
TOTAL			1	2	3					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

VARIANCES

1. Title. Positive Mission Variance for Contract QAE.

1.1. Definition. Provides Contract Quality Assurance For Contract Work Performed In Base Comm (I.E., Inside Plant & ASC).

1.2. Impact. +6

1.3. Applicability. Yokota AB

2. Title. Positive Mission Variance for Job Control.

2.1. Definition. Provides for Job Control duties performed at locations not currently authorized a Support Flight.

2.2. Impact. +1 per location.

2.3. Applicability: Columbus AFB MS, Laughlin AFB TX, Reese AFB TX, Vance AFB OK

SYSTEMS SUPPORT STAFF**PROCESS ANALYSIS SUMMARY**

	MAN-HOURS	WHOLE MANPOWER
QUALITY ASSURANCE	481.31	4*
TRAINING MANAGEMENT	78.91	
MATERIEL CONTROL	N/A	1
ELEMENT TOTAL WHOLE MANPOWER		5

* Includes Training Management